

Dear

I am writing to respond to your request sent on the 8<sup>th</sup> November 2016. OUH can confirm that it holds the data that you requested.

1) On average, how many pieces of mail does the Trust send on an annual basis?

- i. 250,000-500,000
- ii. 500,000-750,000
- iii. 750,001- 1,000,000
- iv. 1,000,001 – 1,250,000
- v. 1,250,001 – 1,500,000
- vi. **Greater than 1,500,000**

2) Within your Trust do you use:

a. Franking Machines (Y/N).

i. If yes, how many franking machines do you have?

ii. If yes, who supplies your franking machines?

- Pitney Bowes **X2**
- Neopost
- Other – please specify **FP Mailing X2**

b. PPI Envelopes (envelopes with pre-printed indices) (Y/N)

i. If yes, do you have an envelope machine(s) to automate folding and enveloping documents?

ii. If yes, who supplies your envelope machine(s)?

- Pitney Bowes
- Neopost
- Other – please specify

**The Trust does not currently use PPI Envelopes**

3) For the majority of your postal communication do you use:

a. Internal mail Room

b. External Mail Supplier

i. If yes, please provide the name of External Mail Supplier

c. If External Hybrid Mail Supplier

i. If yes, please provide the name of External Hybrid Mail Supplier

**OUH uses a hybrid service, which includes Whistl and RM**

4) Does your Hybrid supplier provide you with any of the following mail services?

i. Offsite printing

ii. **Posting letters**

iii . Other

5) Which supplier(s) do you use to pick up your post?

i. **Royal Mail**

**ii. Whistl**

iii. UKMail

iv. Other (please specify)

6) Which procurement frameworks does your Trust use/belong to?

**Crown Commercial Services**

7) How long is left on the current mailing contract?

**Less than a year**

NB: Under FOIA s40 personal details are withheld (individuals have the right to privacy).

Yours sincerely,